

Sub: Vehicle Hiring Quotation

Public Sector Restructuring & Internal Audit Board (RIAB), USRA-54, Udarasiromani Road, Vellayambalam, Thiruvananthapuram-695010, invites Quotations for providing any one of the following types of Vehicles on hire on Contract basis for a period of 1 year.

**5-Seater AC Sedan (not more than 18 months old), white colour,
(Toyota Etios/ Swift Dzire/ Honda Amaze/ or equivalent)**

Terms and Conditions:-

1. The Travel agency / Contractor shall provide any one of the above mentioned vehicle or equivalent at Thiruvananthapuram (including driver and fuel) in excellent condition for the office use of Public Sector Restructuring & Internal Audit Board (hereinafter referred to as "RIAB").
2. The vehicle will be kept at the disposal of RIAB.
3. Insurance, Taxes and any other statutory requirements, fuel, lubricants and maintenance of the vehicles in good condition and any other charges shall be the responsibility of the Agency. In case of any accident, all repairs shall be done by the Agency without any liability to RIAB or its employees, with no delay.
4. In case the vehicle cannot be utilized due to maintenance / repairs, or non-availability of Driver, a suitable replacement vehicle of same type with driver shall be provided without any loss of time. A daily log book indicating the kilometer usage and driver hours for the vehicle shall be maintained with the counter signature of a nominated officer of RIAB. Any delay in arranging alternative vehicle will be penalized @ 20% of monthly fee if such delay per month exceed 3 hours.
5. Vehicles should be available on all days of the week including holidays, if required.
6. Contractor shall have experience of not less than 3 years of serving a reputed Organisation preferably Govt. Department in Kerala by providing vehicle.
7. The driver shall be well dressed with decent behavior and must be provided with a mobile phone by the contractor / service provider.
8. The total daily working hours will be 9:00 am to 7:00 pm
9. Validity of the agreement will be for one year from the date of signing the agreement.
10. The contract of agreement is terminable by the parties by giving one month's notice on either side.
11. Driver of the vehicle should possess a valid driving licence of Indian Union.
12. The driver should hold the badge for public service vehicles issued by the transport authority.
13. The vehicles allotted to RIAB should not be utilized for any other purpose.
14. The agency should have a valid PAN.
15. In case of breach of any terms and conditions mutually agreed upon, RIAB will have the right to terminate the contract without assigning any reason thereof, and the agency shall make good the loss and shall also be penalised @20% of monthly rate.

16. Sealed Quotation shall be received at the registered office (address given below) **on or before 5 PM on 30/03/2022.**

The Secretary

Public Sector Restructuring and Internal Audit Board

USRA, 54 - Udarasiromany Road

Vellayambalam, Thiruvananthapuram - 695010

The quotes should contain following details in the format given below:

- a. Make, model, vehicle No. and manufacturing year of the vehicle. If ownership registration is not with the contractor, then agreement with the owner needs to be submitted.
- b. Minimum charges for 1500 km and 2000 km per month
- c. Additional charges for additional kilometre above 1500 KM /2000 KM
- d. Outstation allowance
- e. Overtime charges payable to the driver after exceeding minimum total working hours.
- f. The price quoted shall be firm and final for the entire period of contract.
- g. PAN No. should be included.
- h. Experience certificate from Govt. Department / Agency serviced by the Contractor

In case of further clarifications please contact: 0471 -2738500

**Form for submitting competitive quotation for Annual Rate Contract for Hiring
Vehicle**

I	Details of Agency	
	Name & Address of the Travel Agency	
	Owner of the Agency	
	Email Address	
	Mobile No	
	PAN No	
	GST Registration No	
II	Details of the Vehicle offered	
1	Make of first Vehicle	
	Model of Vehicle	
	Manufacturing year of Vehicle	
	Ownership Details of Vehicle	
	Vehicle Registration No:	
	Details of Insurance: Policy Number and Period	
2	Make of Second Vehicle	
	Model of Vehicle	
	Manufacturing year of Vehicle	
	Ownership Details of Vehicle	
	Vehicle Registration No:	
	Details of Insurance: Policy Number and Period	
3	Make of Third Vehicle	
	Model of Vehicle	
	Manufacturing year of Vehicle	

	Ownership Details of Vehicle	
	Vehicle Registration No:	
	Details of Insurance: Policy Number and Period	
4	Make of fourth Vehicle	
	Model of Vehicle	
	Manufacturing year of Vehicle	
	Ownership Details of Vehicle	
	Vehicle Registration No:	
	Details of Insurance: Policy Number and Period	
III	Details of the Rate on contract basis	
	Minimum charges for 1500 km per month (with applicable GST)	
	Minimum charges for 2000 km per month (with applicable GST)	
	Additional charges for additional kilometre above 1500 km	
	Additional charges for additional kilometre above 2000 km	
	Outstation allowance/Bata	
	Overtime charges payable to the driver after total working hours(9.00 am to 7.00 pm)	
IV	Details of Experience (provide details of government department/PSU/Organisation,where cab service on contract basis is provided	
SI No	Government Department/PSU/Private Organisation	Period
1		
2		

*Copy of supporting documents with respect to details furnished above (I to IV) shall be submitted along with the application.

Date :

Signature